



# Androscoggin Valley Soil and Water Conservation District

## Monthly Board of Supervisors Meeting

### MAY MINUTES

Date: May 17, 2018

Time: 6:00PM – 8:00PM

Location: 254 Goddard Rd. Lewiston, ME 04240

Call to Order Time- 6:05pm

Attendance- Jeremy Bell, Kathy Shaw, Katie Carville, Mark Emmons, Steve Sinisi, Ben Dearnley, Anne Emmons, Shirley Hatch, Jim Johnson, Josie Lahey

NO.	ITEM	DESCRIPTION & OBJECTIVE	ALLOTTED TIME	NOTES
1.	Presentation from Jeremy Bell w/ The Nature Conservancy	<p>The Nature Conservancy is looking for a subcontractor to assist in the Maine Aquatic Connectivity Restoration Project which is funded through NRCS. Jeremy will present what this project is, there will be time for questions, and time for discussion.</p> <ul style="list-style-type: none"> <li>• Goal of the project is to remove fish barriers on private land. All landowners and land sizes are being looked at.</li> <li>• End goal of the 5-years is to have 80-100 stream crossing fish passage barriers removed.</li> <li>• The position they are looking to fill is a liaison between the land manager/owner and TNC, NRCS, and other partners.</li> <li>• Work will include site identification, site visits, and trip reports. Also basic engineering assistance, survey assistance, and permitting assistance.</li> </ul> <p><i>Vote needed, though may be tabled. Vote not made. Scheduled a phone conversation on May 24<sup>th</sup> at 7pm. Josie will be sending a summary and information on how to call in. She will also send Jeremy the questions from the meeting.</i></p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• The contract is one-year and renewable, which could work in our favor should things not go as planned.</li> <li>• How will the time spent on this affect other District activities?</li> <li>• What are the terms of leaving before the year? Define those terms? Could there be a 6-month review?</li> <li>• How soon would they need a person?</li> <li>• What is the approximate time per week that the District would need to be available?</li> <li>• How does the travel compensation work? What other reimbursements are there and how are those processed?</li> <li>• What does have a part-time District employee look like?</li> <li>• What are the insurance requirements and how much do they cost?</li> </ul>	35 min <i>Actual time: 1 hour 45 min</i>	
2.	Minutes of Last Meeting	Review minutes of last meeting. <i>Kathy motions to approve minutes. Mark 2nds. All in favor.</i>	5 min <i>Actual time: 3 min</i>	
3.	Meeting Format	Explain new format.	2 min	



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		No vote needed.	Actual time: 2 min	
4.	NRCS District Conservationist Report	Updates on NRCS programming. No vote needed.	20 min Actual time: 10 min	
5.	AVSWCD District Manager Report	Updates on: <ul style="list-style-type: none"><li>• T&amp;T</li><li>• technical assistance</li><li>• workshops</li><li>• plant sale</li><li>• AVSWG</li><li>• NRCS</li></ul> No vote needed.	15 min Actual time: 20 min	
6.	Financial Reports	Balance sheet. Profit and Loss statement. Others. Kathy motions to accept financial reports. Mark 2nds. All in favor.	8 min Actual time: 10 min	
7.	Debit Card Limit	Mechanics Savings Bank debit card can have a temporary or permanent lift on the \$2,000.00 a day limit. Need to go in 24-hrs in advance and sign authorization form. Kathy motions that the District Manager contacts one of the check signers by phone if there is a need to suspend the \$2000.00 limit on the debit card at any time. Katie 2nds. All in favor.	5 min Actual time: 3 min	
8.	Vacation time	Gone from June 11-15. Would like to take 18-22 as well. Could cover email from home, not scheduled during billing cycle, and nothing is planned during that time. No vote needed. Discussion of office coverage. Check with Jim and he said the extra week will not be a problem. Vacation time approved.	5 min Actual time: 5 min	
7.	Personnel Policy	Review updated Personnel Policy. Vote needed. Did not get to this item.	25 min Actual time: 0 min	

Next Meeting: June 28<sup>th</sup> 6:00-8:00PM

Steve motions to adjourn. Kathy 2nds. All in favor. 8:43pm